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The InvestiQator

BROUGHT TO YOU BY THE CAREER

INFORMATION HOTLINE

www.alis.gov.ab.ca

2004-2005

Click or Call...

for Career, Learning, Employment and
Workplace Information

Phone Numbers

Information



Websites

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Alberta Works

Alberta Works, administered by Alberta Human Resources and Employment, helps unemployed people find and keep jobs, helps employers meet their need for skilled workers and helps low-income Albertans cover their basic costs of living. It includes four components: Employment and Training Services, Income Support, Child Support Services and Health Benefits (see page 11 for Child Health Benefit information).

For more information, contact:

Alberta Works Contact Centre
Toll-free: 1-866-644-5135
Edmonton area: (780) 644-5135

Career Information Hotline
Toll-free: 1-800-661-3753
Edmonton area: (780) 422-4266

Website:
www.gov.ab.ca/hre/albertaworks

Alberta Human Resources and

Employment assists Albertans through its network of service centres. The following offices have Labour Market Information Centres (LMICs) where you can find information on career options, education programs and funding, finding work and workplace information. Many LMICs have equipment you can use for work search purposes.

- Call toll-free 310-0000 and enter the number of an office listed below.
- Call the Career Information Hotline at **1-800-661-3753** throughout Alberta. In Edmonton call **422-4266**.
- Click on the Career Services Near You link on the ALIS (Alberta Learning Information Service) website at www.alis.gov.ab.ca for information on these and other offices:

Athabasca	(780) 675-2243
Bonnyville	(780) 826-4175

Calgary

• Century Park Place	(403) 297-6344
• Fisher Park Place II SE	(403) 297-4024
• Marlborough Mall NE	(403) 297-7570
• One Executive Pl. NW	(403) 297-3951

Camrose	(780) 608-2525
Clareholm	(403) 625-1310
Cold Lake	(780) 594-1984
Drumheller	(403) 823-1616

Edmonton

• Argyle Centre	(780) 644-2827
• City Centre	(780) 415-4900
• Fort Road	(780) 415-9831
• Meadowlark	(780) 415-8116

Edson	(780) 723-8317
Fort McMurray	(780) 743-7192
Grande Prairie	(780) 538-6234
High Level	(780) 841-4315
Hinton	(780) 865-8273
Lac La Biche	(780) 623-5215
Lethbridge	(403) 381-5548
Lloydminster	(780) 871-6445
Medicine Hat	(403) 529-3683
Olds	(403) 556-4200
Peace River	(780) 624-6135
Pincher Creek	(403) 627-1125
Red Deer	(403) 340-5353
Rocky Mountain House	(403) 845-8590
St. Paul	(780) 645-6473
Slave Lake	(780) 849-7290
Vermilion	(780) 853-8164
Wainwright	(780) 842-7500
Wetaskiwin	(780) 361-1272
Whitecourt	(780) 778-7149

Career, learning and employment services may be available in communities other than those listed above. Call the Career Information Hotline for details.

Need Computer Access?

Need to job search, do related research on the web or print your résumé but don't have a computer at home? Try your local Alberta Human Resources and Employment service centre, Youth Connections office, public library or Community Access Program (CAP) site at cap.ic.gc.ca. Call the Career Information Hotline for the location nearest you.

Calling an Alberta government office?

You can reach Alberta government offices toll-free from anywhere in the province by dialing 310-0000. Following the prompts, enter the number you need or hold for operator assistance. Operator-assisted service is available weekdays from 8 a.m. to 6 p.m. The toll-free service can also be used to send a fax to an Alberta government office.



Deaf or hard of hearing callers with a TTY can reach Alberta government offices by dialing 1-800-232-7215 in Alberta or (780) 427-9999 in Edmonton.

Youth

The following organizations and agencies help to serve youth.

Youth Connections offers free services to Albertans between the ages of 16 to 24, including career planning and counselling, workshops for résumé writing, job search and interview techniques, and work exploration activities with employers. There are Youth Connections offices throughout Alberta. Call the Career Information Hotline or visit www.youthconnections.gov.ab.ca for the location nearest you.

Youth *continued*

Skills Canada Alberta is a not-for-profit organization that increases the profile of trades and technological careers through school clubs and provincial and national competitions with support from business, industry and government.

Phone: (780) 493-2630

Website: www.skillsalberta.com

CAREERS: The Next Generation is an industry driven private/public partnership dedicated to the career development of Alberta's youth in order to provide a continuous supply of skilled and motivated people to meet industry needs today and in future. Programs include trades and technologies, health services and information and communications technologies.

Phone: (780) 426-3414 in Edmonton
1-888-757-7172 toll-free

Website: www.nextgen.org

The Tech Prep Credential is a career development initiative that helps high school students apply what they learn in the classroom to real-life work situations. Participants demonstrate learning through a career portfolio and earn an Alberta Learning recognized credential.

Phone: (403) 342-3797

Website: www.careerprep.ab.ca

Aboriginal People

A number of employment centres throughout the province provide specialized career planning, educational planning and work search services for First Nations and Métis people. Call the Career Information Hotline for services in your area. You may also want to check out the websites below for additional resources for Aboriginal people.

A Guide to Aboriginal Organizations in Alberta

Website: www.aand.gov.ab.ca (click on Corporate Services)

Alberta Native Friendship Centres Association

Website: www.albertafriendshipcentres.ca

Persons with Disabilities

For up-to-date information and useful links, contact the following:

Disability Related Employment Supports offers assistance for workplace, job search, educational support services and assistive technology. Call the Career Information Hotline for the Alberta Human Resources and Employment service centre nearest you.

Website: www.gov.ab.ca/hre/dres

Disability Weblinks lists programs and services offered by the federal, provincial and territorial governments for persons with disabilities.

Website: www.disabilityweblinks.ca

WORKink Alberta provides job seekers, employers, entrepreneurs and professionals with resources to enhance the employment of persons with disabilities.

Website: ab.workink.com

Immigrants

For a list of organizations that serve and work with newly arrived immigrants, call Alberta Learning, Community Programs, at (780) 427-5624 in Edmonton. You can also visit the Alberta Learning website at www.learning.gov.ab.ca/other/infoserv.asp, the Alberta Association of Immigrant Serving Agencies website at www.aaisa.ca or check under Associations or Societies listed in the yellow pages of your telephone directory.



Education and Training

Education and Training

For institution websites, go to www.alis.gov.ab.ca/learning/pset/alberta.asp

Universities

Athabasca University	1-800-788-9041	(780) 675-6100	Athabasca
University of Alberta		(780) 492-3113	Edmonton
• Augustana Campus	1-800-661-8714	(780) 679-1100	Camrose
University of Calgary		(403) 220-6645	Calgary
University of Lethbridge		(403) 320-5700	Lethbridge

Public Colleges

Alberta College of Art & Design	1-800-251-8290	(403) 284-7617	Calgary
Bow Valley College	1-866-428-2669	(403) 410-1400	Calgary
Grande Prairie Regional College	1-888-539-4772	(780) 539-2944	Grande Prairie
Grant MacEwan College	1-888-497-4622	(780) 497-5140	Edmonton
Keyano College	1-800-251-1408	(780) 791-4800	Fort McMurray
Lakeland College	1-800-661-6490	(780) 853-8420	Vermilion
Lethbridge Community College	1-800-572-0103	(403) 320-3280	Lethbridge
Medicine Hat College	1-866-282-8394	(403) 529-3819	Medicine Hat
Mount Royal College		(403) 440-0148	Calgary
NorQuest College		(780) 644-6000	Edmonton
Northern Lakes College	1-866-652-3456	(780) 751-3200	Grouard
Northern Lakes College		(780) 849-8600	Slave Lake
Olds College	1-800-661-6537	(403) 556-8281	Olds
Portage College		(780) 623-5580	Lac La Biche
Red Deer College	1-888-732-4630	(403) 342-3400	Red Deer

Private Colleges Offering Accredited Degree Programs

Alliance University College	1-800-461-1222	(403) 410-2900	Calgary
Canadian University College	1-800-661-8129	(403) 782-3381 ext. 4142	Lacombe
Concordia University College of Alberta	1-866-479-5200	(780) 479-9220	Edmonton
DeVry Institute of Technology (Calgary)	1-800-363-5558	(403) 235-5400 ext. 3161	Calgary
The King's University College	1-800-661-8582	(780) 465-8334	Edmonton
Nazarene University College	1-800-461-1222	(403) 410-2900	Calgary
St. Mary's University College		(403) 531-9130	Calgary
Taylor University College and Seminary	1-800-567-4988	(780) 431-5200	Edmonton

Technical Institutes

Northern Alberta Institute of Technology	1-800-661-4077	(780) 471-6248	Edmonton
• Fairview Campus	1-888-661-4077	(780) 471-6248	Fairview
Southern Alberta Institute of Technology	1-877-284-7248	(403) 284-7248	Calgary

Specialized Education

The Banff Centre			
• Arts Programs	1-800-565-9989	(403) 762-6180	Banff
• Leadership Development Programs	1-800-590-9799		Banff
• Mountain Culture Programs	1-800-298-1229	(403) 762-6369	Banff

Private Institutions With Licensed Programs

There are approximately 140 private institutions in Alberta offering licensed vocational training programs. These programs include training in areas such as information technology, hairstyling, health-related occupations and commercial truck driving. For a listing of licensed programs, call the Private Institutions Branch, Alberta Learning, at (780) 427-5609 or visit your nearest Alberta Human Resources and Employment service centre.

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Distance Learning

Many post-secondary institutions throughout Alberta and Canada provide distance learning courses in print or on-line. To find out what opportunities may be available to you, check EDinfo at www.alis.gov.ab.ca/edinfo or call the Career Information Hotline.

Alberta Distance Learning Centre

The Alberta Distance Learning Centre (ADLC) offers accredited courses to:

- supplement your current high school program
- complete your Alberta high school diploma
- upgrade your course marks to meet admission requirements for college, university or to enter a trade.

For more information check the ADLC website at www.adlc.ca

To contact the following ADLC offices toll-free, dial 310-0000 then enter the area code and number.

Barrhead

Phone: (780) 674-5333

Fax: (780) 674-7593

Edmonton

Phone: (780) 427-2766, press 0

Fax: (780) 427-3850

Direct dial the following numbers in your area for information:

Calgary

Phone: (403) 290-0977

Toll-free: 1-866-848-3417

Fax: (403) 290-0978

Lethbridge

Phone: (403) 327-2160

Toll-free: 1-866-710-9161

Fax: (403) 327-2710

Calling an Alberta government office long distance? Dial **310-0000** and enter the area code and number.

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Educational Consortia

Educational consortia are associations of adult learning centres, post-secondary institutions and communities that offer a wide range of credit programs or courses for local residents. Contact the consortium in your area to find out what is offered in your community.

Big Country

Drumheller (403) 823-8300
Stettler (403) 742-6700

Chinook

Blairmore (403) 562-2853
Claresholm (403) 625-4231
Pincher Creek (403) 627-4478

Pembina

Website: www.pec.ab.ca
Drayton Valley (780) 542-5400
Fox Creek (780) 622-3758
Rocky Mountain
House (403) 845-7200
Westlock (780) 349-7775
Whitecourt (780) 778-2000

Yellowhead Region

Website: www.yrec.ab.ca
Edson (780) 723-5206
Grande Cache (780) 827-4340
Hinton (780) 865-7666
Jasper (780) 852-2101

First Nations Adult and Higher Education Consortium

Website: www.fnahec.org
Calgary (403) 258-1775

Academic Upgrading

Several institutions offer suitable programs for adults who want to take courses at the high school level. Many public and private colleges and technical institutes offer part-time and full-time programs designed to help students upgrade their academic skills. These programs may be called academic upgrading, college preparation,

bridging, pre-technology, pre-careers or transitions programs.

For more information, contact the publicly funded institutions, private schools or the community consortium office near you or visit their websites. Contact information is available through the Career Information Hotline or from EDinfo, the database of post-secondary education programs in Alberta, at www.alis.gov.ab.ca/edinfo

Many public and private schools offer part-time continuing education courses for adults. For information, visit EDinfo, call your local school board(s) or visit school board websites at www.learning.gov.ab.ca/ei/maps/

English as a Second Language (ESL)

Albertans wanting to learn English as a Second Language (ESL) have a number of options. The Language Assessment and Referral Centres provide English language skills assessments and referrals to ESL classes. ESL learners may also be able to receive services from ESL organizations, volunteer tutor adult literacy programs and Community Adult Learning Councils.

Contact Alberta Learning, Community Programs, at (780) 427-5624 in Edmonton for more information or visit the website at www.learning.gov.ab.ca/other/esl/assrefcentre.asp

General Educational Development (GED)

The GED test—known as the high school equivalency test—satisfies minimum academic requirements of a high school education, and generally includes the basics in writing,

literature, math, social studies and science. Testing takes place several times throughout the year. For more information contact Alberta Learning at (780) 427-0010.

High School Transcripts

If you attended high school in Alberta, you can get transcripts from Alberta Learning:

- through the Internet at www.learning.gov.ab.ca/learning/student-services
- in person, by mail or by fax:

Transcript Office
Alberta Learning
2nd Floor, 44 Capital Boulevard
10044-108 Street
Edmonton, AB T5J 5E6
Fax: (780) 422-2137

You **cannot** order transcripts by telephone. However, an automated telephone line at (780) 427-5732 provides information to make sure that you include all of the required information in your request. There is a \$10 fee for each official transcript.

International Qualifications Assessment Service (IQAS)

Assesses the qualifications of people educated or certified outside of Canada.

Edmonton: (780) 427-2655
Website: www.learning.gov.ab.ca/iqas

Literacy Help Line

Do you need help with reading, writing or math skills, or do you want to help others learn these skills?
Call 1-800-767-3231 in Alberta.

Alberta Apprenticeship and Industry Training

Trade Apprenticeship and Occupation Training Information

Alberta's registered apprenticeship and occupation training programs can provide you with a rewarding career. For information about apprenticeship and occupation training in Alberta, or for a copy of an application, visit the website www.tradesecrets.org or contact any Apprenticeship and Industry Training office listed below.

Bonnyville	(780) 826-6142
Calgary	(403) 297-6457
Edmonton	(780) 427-8517
Fort McMurray	(780) 743-7150
Grande Prairie	(780) 538-5240
Hinton	(780) 865-8293
Lethbridge	(403) 381-5380
Medicine Hat	(403) 529-3580
Peace River	(780) 624-6529
Red Deer	(403) 340-5151
Slave Lake	(780) 849-7228
Vermilion	(780) 853-8150

Become a registered apprentice in any of 50 designated trades or a trainee in any of three designated occupations (a fourth occupation provides for certification but no industry-approved trainee program is currently available). These industry-designed programs can help you develop skills in demand by employers in Alberta, across Canada and around the world. In addition to full-time training, technical training may be available one day a week, evenings or weekends, on the job site or through various forms of distance learning. Financial assistance programs are available.

Earn an Alberta Journeyman Certificate

(No. of certificates available)

- Agricultural Equipment Technician
- Appliance Service Technician
- Auto Body Technician (4)
- Automotive Service Technician
- Baker
- Boilermaker
- Bricklayer
- Cabinetmaker
- Carpenter
- Communication Technician
- Concrete Finisher
- Cook
- Crane & Hoisting Equipment Operator (7)
- Electrical Motor Systems Technician
- Electrician
- Electronic Technician
- Elevator Constructor
- Floorcovering Installer
- Gasfitter (2)
- Glazier (2)
- Hairstylist
- Heavy Equipment Technician (4)
- Instrument Technician
- Insulator
- Ironworker (2)
- Landscape Gardener
- Lather-Interior Systems Mechanic
- Locksmith
- Machinist
- Millwright
- Motorcycle Mechanic
- Outdoor Power Equipment Technician (4)
- Painter & Decorator
- Parts Technician
- Plumber
- Power Lineman
- Power System Electrician
- Recreation Vehicle Service Technician
- Refrigeration & Air Conditioning Mechanic
- Roofer
- Sawfiler (2)
- Sheet Metal Worker
- Sprinkler Systems Installer
- Steamfitter-Pipefitter
- Structural Steel & Plate Fitter
- Tilesetter
- Tool & Die Maker
- Transport Refrigeration Technician
- Water Well Driller
- Welder

Earn an Alberta Occupation Certificate

(No. of certificates available)

- Construction Craft Labourer
- Gas Utility Operator
- Steel Detailer
- Warehousing (3)

High School Students—Earn Credits...Earn Money

Become an apprentice through the Registered Apprenticeship Program (RAP). You can earn credits towards your apprenticeship and high school diploma and earn money at the same time.

For more information or for a copy of the application form, contact the RAP co-ordinator at your high school (sometimes it's your counsellor or principal).

Scholarships for RAP Apprentices

Excellent work is rewarded—50 annual scholarships of \$1,000 each are available for RAP apprentices.

These scholarships recognize the accomplishments of Alberta high school students taking the RAP program and encourage students to continue their apprenticeship training after completing high school.

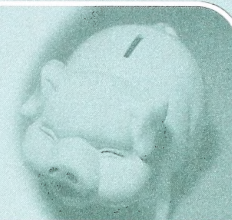
Applications are available from high school guidance counsellors.

Scholarships for Registered Apprentices and Trainees

The Alberta Apprenticeship and Industry Training Scholarships provide 165 annual awards of \$1,000 each.

These scholarships recognize the excellence of Alberta apprentices in a trade and trainees in a designated occupation and encourage recipients to complete their apprenticeship or occupational training programs.

Applications are available from the Alberta Scholarship Programs office at (780) 427-8640.



Student Funding

Student financial assistance programs are designed for students in financial need. Depending on your situation, you may receive funding in the form of a government student loan (Canada and Alberta), grant, scholarship or bursary.

A student **loan** is money you have to pay back—with interest. A **grant** does not have to be repaid but may be considered taxable income. Grants are only awarded in special situations. Like a grant, a **bursary** may also only be available in certain situations. A **scholarship** is a monetary award for academic excellence in a specific area of study or in recognition of other achievements.

Student Funding Contact Centre

The Student Funding Contact Centre provides information about post-secondary loans and grants as well as Alberta Works funding and benefits for learners. The centre, operated by Alberta Human Resources and Employment and Alberta Learning, handles all **telephone, e-mail** and **fax** inquiries from Albertans, educational institutions and other delivery partners.

Phone: 1-800-222-6485 toll-free in Canada (780) 427-3722 in Edmonton

Fax: (780) 422-4516

E-mail: Go to the ALIS website at www.alis.gov.ab.ca, click on Students Finance and scroll down to e-Contact Service.

Student funding advisors are available Monday to Friday from 8:15 a.m. to 4:30 p.m., excluding holidays. Automated service is available 24 hours.

Student Funding Information on ALIS

For information on Alberta student loans, scholarships, grants and bursaries, click on www.alis.gov.ab.ca/studentsfinance. To submit an electronic application for funding, choose e-Application Services and Forms.

For information on scholarships, visit www.alis.gov.ab.ca/scholarships

Other Sources of Student Funding Information

There are other ways to find information on student funding. Contact:

- any high school
- the Student Awards Office at post-secondary institutions
- your training provider
- the Student Funding Contact Centre toll-free in Canada at 1-800-222-6485 or (780) 427-3722 in Edmonton. To e-mail the centre, go to the ALIS website at www.alis.gov.ab.ca, click on Students Finance and scroll down to e-Contact Service.
- a Youth Connections office
- your local Alberta Human Resources and Employment service centre. For a complete listing check the ALIS website above and click on Career Services Near You.

Check the Status of Your Student Funding Application

For information on the status of your student funding application, visit the Student Funding Inquiry System on ALIS at www.alis.gov.ab.ca/studentsfinance

or call the Student Funding Contact Centre. **Have your Social Insurance Number and your Student Identification Number ready.**

Phone: 1-800-222-6485 toll-free in Canada or (780) 427-3722 in Edmonton

Did you know?

- All student funding applications are automatically assessed for eligibility for the Alberta Opportunities Bursary, the Canada Millennium Bursary and the Alberta Student Loan Relief Program.
- You may need to apply for some scholarships, grants and bursaries. Check the application requirements for each one.
- Some scholarships, such as the Rutherford and Registered Apprenticeship Program (RAP) scholarships, are available to high school students.
- An electronic student funding application takes about two weeks to process and a paper application takes about four to six weeks.
- To ensure that your funding application is complete and that you have enclosed the appropriate documentation, ask for help from your high school, the Student Awards Office at a post-secondary institution, the Student Funding Contact Centre, a Youth Connections office, or your local Alberta Human Resources and Employment service centre.



Employment Standards

Alberta's Employment Standards encompasses the minimum standards of employment for employers and employees, including payment of earnings, minimum wage, hours of work and rest periods, overtime and overtime pay, vacations and vacation pay, general holidays and holiday pay, maternity and parental leave and termination of employment.

- Alberta's minimum wage is \$5.90 per hour.
- In Alberta the following are general holidays: New Year's Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and any other day designated by the employer.

For up-to-date information, useful links or contact information, visit the Employment Standards website at www.gov.ab.ca/hre/employmentstandards

Phone: (780) 427-3731

Workplace Health and Safety

Workplace health and safety deals with the dangers or potential hazards that may affect your health or safety at the worksite. The Workplace Health and Safety branch of Alberta Human Resources and Employment (AHRE) helps employers and workers ensure safe, fair and healthy worksites for Albertans. Visit the website to subscribe to a monthly e-mail notice or browse the *Occupational Health & Safety Magazine*, published three times a year.

A shared commitment by industry, safety associations, labour and government to reduce workplace injuries and deaths by 40 per cent means Albertans will be hearing a lot more about workplace safety. As part of this new Work Safe initiative, AHRE has launched an awareness campaign, *Choose Safe Not Sorry*, to help reduce workplace incidents.

CHOOSE SAFE NOT SORRY.

Workplace Health and Safety Call Centre
1-866-415-8690 toll-free
Website: www.whs.gov.ab.ca

Canada-Alberta Jobs

Canada-Alberta Jobs is a job bank service for Alberta job seekers and employers.

Job seekers can find job opportunities through:

- the Internet Job Bank at www.jobbank.gc.ca
- an employment telemessage:
Across Alberta: 1-800-727-2925
In Edmonton: (780) 917-4899

Employers can post job opportunities free of charge:

- **on-line** at www.jobbank.gc.ca
- **by fax:**
Across Alberta: 1-800-666-5014
In Edmonton: (780) 415-1647
- **by phone:**
Across Alberta: 1-800-999-1546
In Edmonton: (780) 427-5627

Self-Employment

For up-to-date information and useful links, visit Self-Employment on the ALIS website at www.alis.gov.ab.ca/employment/se

The **Self-Employment Program** helps unemployed Albertans obtain skills and knowledge to start their own business. It offers formal classroom instruction in business plan development, marketing, financial management, and one-on-one small business counselling. Visit www.gov.ab.ca/hre/fact_sheets and click on Self-Employment Program.

The **Business Link**, Alberta's primary business service centre, offers information to Alberta entrepreneurs on start-up, incorporation, regulatory requirements, market access, exporting, financing, aboriginal business, e-business and government programs and services.

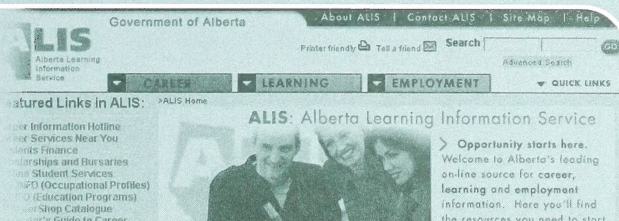
Phone: 1-800-272-9675 toll-free
(780) 422-7722 in Edmonton
Fax: (780) 422-0055
Website: www.cbcs.org/alberta

Calgary Business Information Centre meets the business information needs of people and companies in the Calgary region by providing access to resources and expertise.

Phone: (403) 221-7800
Fax: (403) 221-7817
Website: www.calgary-smallbusiness.com

Alberta Women's Entrepreneurs provides business financing, advice and networking opportunities for Alberta women starting, purchasing or expanding a business.

Phone: 1-800-713-3558 toll-free
(780) 422-7784 in Edmonton
(403) 777-4250 in Calgary
Website: www.awebusiness.com



ALIS: Alberta Learning Information Service

The keys to your future are at your fingertips. With nearly two million visitors each year, the ALIS website is Alberta's leading on-line source for career, learning, employment and workplace information. Provided through a provincial government partnership between Alberta Human Resources and Employment and Alberta Learning, the website provides Albertans with information on:

- career planning
- education and training
- occupational information
- students finance
- scholarships
- labour market trends
- job postings
- employment standards
- workplace health and safety information.

Some of the site's unique features include video career clips, detailed listings of 500+ occupations (OCCinfo), weekly tip articles on career, learning or employment topics and the ability to apply for student loans on-line. A variety of publications are also accessible through ALIS or the Career Information Hotline.

New features:

- WAGEinfo, a searchable database containing information on wages and salaries
- CERTinfo, a listing of occupations that require special qualifications in Alberta, including certification and registration requirements for trades and professions.

Resources

Alberta Human Resources and Employment produces publications that help you make informed decisions about career and educational planning, work search, worker safety, change and transitions, and many other topics. Your Career Information Hotline consultant can recommend and send you free publications. If you have on-line access, you can download the publications or order print copies at www.alis.gov.ab.ca/careershop

Aboriginal People

- *Seekers and Storytellers: Aboriginal role models share their career journeys* (book and poster)

Older Workers

- *A Guide for Midlife Career Moves*

Youth

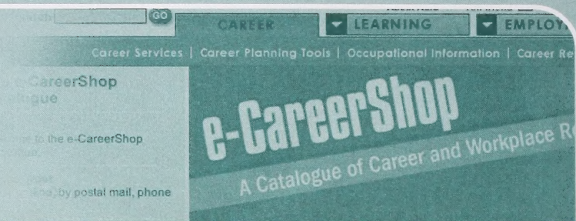
- *Career Gear* organizer and poster

The following resources are appropriate for a wide range of audiences, including Aboriginal people, older workers and youth.

Career Planning

- *Career Planner... Choosing an occupation*
- *Finding Out: How to get the information you need to make the choices you want*
- *Lasting Gifts: Parents, teens and the career journey*
- *Multiple Choices: Planning your career for the 21st century*
- *Radical Change in the World of Work: The workbook*
- *Skills Plus Handbook: Discovering your personal career assets*
- *Volunteering: How to build your career by helping others*





Resources continued

Education Planning

- *Adult Back to School Planner*
- *Education and Training Planner*
- *Time to Choose... a post-secondary education program 2004–2005*
- *Money 101: Budgeting basics for further education*
- *Training for Work*

Occupational Information

- *Alberta Careers Update*
- *Making Sense of Labour Market Information*

Work Search/Job Maintenance

- *Advanced Techniques for Work Search*
- *Employment Series for Persons with Disabilities: Tips for job seekers*
- *Job Seeker's Handbook: An introductory guide to finding work*
- *Job Smart: Tips for staying employed*
- *Self-Employment: Is it for me?*
- *Workability Handbook*

Transitions

- *Change and Transitions* (book and poster)
- *Creating a New Future: The job-loss workbook*
- *Let's Talk: A guide to resolving work place conflicts*
- *Positive Works II*
- *Women Today, Edition 1: Success on your own terms*
- *Women Today, Edition 2: Making it work*

Employers

- *Better Balance, Better Business: Options for work-life issues*
- *Diversity: A strategy to meet your need for skilled workers*
- *Employment Series for Persons with Disabilities: Tips for employers*
- *Finders & Keepers: Recruitment and retention strategies*
- *Rejuvenating Your Business*

Worker Safety

- *X-treme Safety: Survival tips for rookies in the workplace* (book and poster)

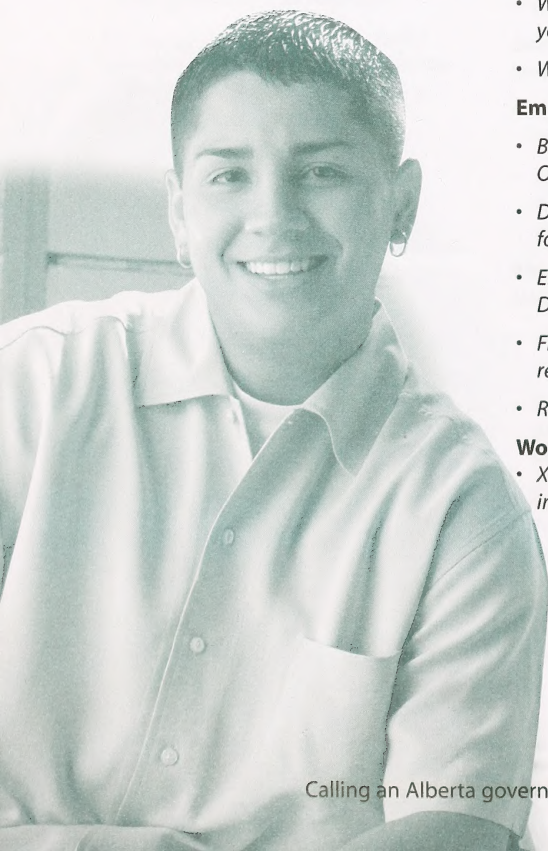
Counsellor's Corner

Professional resources are available for career practitioners and teachers to support your work in classrooms, group workshops and with individuals. For a complete list of publications and products, refer to www.alis.gov.ab.ca/careershop or phone the Career Information Hotline for a CareerShop catalogue.

Updates

- Canada Career Week, October 31 to November 6, 2004. Copies of the *Canada Prospects* magazine are available from www.alis.gov.ab.ca/careershop Website: www.alis.gov.ab.ca/canadacareerweek or www.canadacareerweek.com
- Building Tomorrow Today consultation for career development, April 27–29, 2005, Grant MacEwan College, Edmonton
- Career Development Association of Alberta Website: www.careerdevelopment.ab.ca
- Virtual Resource Centre (VRC), VRC Database and VECTOR—youth serving agencies can access free downloads of career resources and videos. Website: www.cfee.org

Keep current with the latest resources by subscribing to e-CareerShop News at www.alis.gov.ab.ca/subscription





Service Alberta

Looking for Government of Alberta information? For access to provincial programs and services, call 310-0000 or visit the Service Alberta website at www.gov.ab.ca.



Deaf or hard of hearing callers with a TTY can reach Alberta government offices by dialing (780) 427-9999 in Edmonton or 1-800-232-7215 in other Alberta locations.

Alberta Human Rights and Citizenship Commission

Provides public information and education programs and helps Albertans resolve human rights complaints.

Edmonton: (780) 427-7661

Calgary: (403) 297-6571

Website: www.albertahumanrights.ab.ca

Assured Income for the Severely Handicapped

Provides financial and medical benefits to adults with a permanent disability that severely impairs their ability to earn a livelihood.

Edmonton: (780) 415-6300

Calgary: (403) 297-8511

Website: www.gov.ab.ca/hre/aish

Child Health Benefit

A premium-free health benefit plan that provides dental, optical, emergency ambulance, essential diabetic supplies and prescription drug coverage for children living in families with low incomes.

Toll-free: 1-877-469-5437

Edmonton: (780) 427-6848

Website: www.gov.ab.ca/hre/achb

Consumer Information

Responds to consumer enquiries by providing information to consumers or referring them to agencies or organizations that could help.

Toll-free: 1-877-427-4088

Edmonton: (780) 427-4088

Website: www.gov.ab.ca/gs/information/consumer

Seniors Information Line

A telephone information and referral service on programs and services for seniors in Alberta.

Toll-free: 1-800-642-3853

Edmonton: (780) 427-7876

Workers' Compensation Board

A not-for-profit mutual insurance corporation funded entirely by employers that provides workplace liability and disability insurance to workers and employers.

Toll-free: 1-866-922-9221

Edmonton: (780) 498-3999

Calgary: (403) 517-6000

Website: www.wcb.ab.ca

Government of Canada

1-800-O-Canada

Call 1-800-622-6232 to be directed to an appropriate Canadian government office. Assistance is available from 8 a.m. to 8 p.m. Monday to Friday.

Website: www.gc.ca



Deaf or hard of hearing callers with TTY/TDD can reach the Government of Canada by dialing 1-800-465-7735 toll-free.

Employment Insurance information

English 1-800-206-7218

French 1-800-808-6352

Social Insurance Number

To apply, call 1-800-206-7218 for an application kit or visit your local Canada-Alberta Service Centre.



Career Information Hotline

The Career Information Hotline is a free provincial government career consulting and referral service.



The Investigator | 2004-2005

"Talk to a Career Consultant Today"

Hotline staff are knowledgeable on a wide range of topics:

- Career Planning
- Educational Planning
- Occupations
- Work Search Skills
- The Workplace

The Hotline assists all Albertans, including job seekers, students, people in the workforce, employers, career practitioners and educators.



Call the Career Information Hotline

1-800-661-3753 throughout Alberta or
(780) 422-4266 In Edmonton



Deaf and hard of hearing callers with TDD units
call (780) 422-5283 in Edmonton or 1-800-232-7215
for message relay service.

Look us up on our website: www.alis.gov.ab.ca/hotline

Fax: (780) 422-0372

E-mail: hotline@alis.gov.ab.ca

Hours of Service

Monday to Thursday 8:15 a.m.–5:30 p.m.

Friday 8:15 a.m.–4:30 p.m.

Things change...

the information in *The Investigator* was current at the time of printing. If you have any changes or suggestions, see anything we have missed or need more copies, contact the Career Information Hotline.

To order print copies, please contact:

Learning Resources Centre

12360-142 Street NW

Edmonton, AB T5L 4X9

Internet: www.alis.gov.ab.ca/careershop

Fax: (780) 422-9750

Telephone: (780) 427-5775

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